

CEPD Administrator and Fiscal Agency Authorized Official Process For Reviewing Career and Technical Education Information System (CTEIS) Reports

This process applies when education agencies are reporting as required for State School Aid Act, Section 61a(1) funding.

REPORT SUBMISSION

General Awareness Items

- CTEIS will **not** allow the submission of any reports that contain an "Error."
- A list of "Error" messages (what they mean and how to resolve them), can be found at www.ptdtechnology.com/cteis under:
 - 4483 Links** – 4483 Error Resolution Guide
 - 4301 Links** – 4301 Instruction Manual (***Trouble-Shooting Your 4301 Report***)
 - 4033 Links** – 4033 Report Instructions (***Run 4033 Report Validation and Submit 4033 Report***)
- Each CTEIS Report requires approval at the Building, Fiscal Agency, and Career Education Planning District (CEPD) levels, and is not considered "completed" until all three approvals have been submitted.
- Instructions for Building Level, Fiscal Agency Level, and CEPD Level Submission of each CTEIS report can be found at www.ptdtechnology.com/cteis under the appropriate "Link."
- CTEIS **will** allow Reports to be submitted with a "Warning." However, it is important that the Warnings be reviewed and discussed with local districts to ensure accuracy. (The building level instructions for every report should have a listing of errors and warnings, usually found in the Trouble-Shooting section,)
- The Family and Consumer Science (FCS) Program (CIP Code 19.0000) must operate Parenthood (Segment 2) plus three additional segments to be eligible for State School Aid Act, Section 61a(1) funding. CTEIS will generate an "Error" (which will show up when the validation is run) for all FCS programs that do not meet this requirement, and will prevent submission of the 4483D Report.

SECURITY AUTHORIZATION

- All **Fiscal** Agency Level 5 Authorized Officials must be approved by their Superintendent (or Chief Operating Officer) and the Office of Career and Technical Education (OCTE). The fiscal agency Superintendent submits a **CTEIS Security Authorization** form for OCTE approval. This form can be found at: http://www.michigan.gov/documents/mde/CTEIS_Security_Authorization_Form_2008-09_269723_7.doc

Once approved, the Level 5 officials are responsible for delegating all other levels of access (Levels 1-4) to individuals within their fiscal agency.

- Level 5 authorized officials must be individuals responsible for signing-off on district reports, including financial reports, and have authority to grant others access to confidential student information. They are responsible for ensuring timely, accurate and complete data submission.

CHECKING REPORTS FOR ACCURACY

4483D (Enrollment Report)

- Check each 4483D building report to make certain that course-sections for ALL reporting periods for the entire year are reflected. (Are both semesters and/or all three trimesters reflected on the report?)

- Check the accuracy of the “Minutes Per Week” and “Number of Weeks” reported for all course-sections. (Do they look logical and reasonable?) You can verify the weeks by comparing the 4483D to the School Year Calendar. You can verify the Minutes per Week by comparing the 4483D to the Master Class Schedule.
- Check the enrollment counts reported on the 4483D for accuracy. Compare the Teacher Class Lists in CTEIS against the Teacher attendance records. Consider the following questions:
 - Does the number of students reported in each course-section make sense?
 - Are all the students that are enrolled in the same class at the same time reported in the same course-section? (Check course-section enrollment figures on the 4483D.)
 - Are all course-sections reflected on the 4483D? Are 1st and 2nd semester (1st, 2nd, and 3rd trimesters) course-sections reported in each CIP Code?
- Check to be sure that program serial numbers (PSNs) for Tech Prep programs are correctly identified as Tech Prep programs. To view this information, run the “Tech Prep” report under the Fiscal Agent menu (available only to Level 5 authorized officials) and compare it to PSNs listed on the Tech Prep Program Status Page in the regional Tech Prep application. You can also view this information on the 4301 Report.
- Check student demographics imported from the Michigan Student Data System (MSDS) -- race, graduation status, grade level, LEP status, migrant status, disability. To do this, run the “Special Population Report” located under “Building Reports” in CTEIS and compare it to district records.
- Check teacher names and PIC (Personnel Identification Code) numbers:
 - Are the correct teachers listed for each course-section?
 - Is the PIC number provided for each teacher?

CTEIS Users who have been given the “Funding Reporting” role in CTEIS can view their teacher names and PIC numbers. To do this, go to www.cteis.com, using your MEIS User Name and Password. Click on **Data Entry** → **Manage Teachers** and a list of teachers appears that you can scroll through for verification.

- Check to ensure that all programs are reported in the correct buildings. To do this, you can generate a Secondary Taxonomy at the building level. (The Secondary Taxonomy lists all approved programs in each building.) To generate a Secondary Taxonomy, go to www.cteis.com, using your MEIS User Name and Password. Click on **Reports** → **Funding Reports** → **Building Reports**, then select the desired **Operating Agency**, **Building Name**, and **School Year**, and scroll down to select **Secondary Taxonomy**.
- **UIC errors must be reviewed long before the 4483D due date.** To generate a report of UIC errors, either run the 4483 verification report or the “Bad UIC List By Building” (which can be run at any time). To generate a building’s “Bad UIC List,” go to www.cteis.com, using your MEIS User Name and Password. Click on **Reports** → **Funding Reports** → **Building Reports**, then select the desired **Operating Agency**, **Building Name**, and **School Year**, and scroll down to select the **Bad UIC List By Building**.
- Check information used to calculate concentrator/completer status. To do this, run the “Students Potentially Eligible for Assessments” report located under “Building Reports” in CTEIS and compare it to teacher enrollment and course grade records:
 - Were students reported in the correct course-section/subsection?
 - Are the correct segments checked for each student? (Note: students must receive a 2.0 grade or better to receive credit for a course-section.)

Run the “Student Program Report” located under “Building Reports”:

- Does the student concentrator/completer status match the teacher's/district's expectations/records?

Run the “Instructional Design” report located under “Building Reports” and compare it to the instructional design plan.

- Are segments correctly reported in CTEIS for each course-section/sub-section?
- Check the assessment results shown in CTEIS:
 - Are scores reflected in CTEIS for all students who took the assessment?
 - Are scores reflected accurately for each student?
 - Note: A report will be available to view the scores in CTEIS sometime in the near future.
- Ensure that only students eligible for State School Aid Act, Section 61a(1) funding are reported in CTEIS. Check student's age, state residency, special education, and high school graduation status. Refer to district records to find this information for each student. (Consult district pupil accounting officer for information on eligibility requirements.)

4033 (Expenditure Report)

- Check for the following two **RED** warning messages that may appear on the 4033 Report:
 - 1) “Your reported expenditures did not meet the minimum required contribution as determined by the worksheet. Section 61a(1) funds may be negatively adjusted as a result.”

If this message appears, check to see if there are additional expenditures that have been omitted from the 4033 report. Do not submit the 4033 Report to OCTE until you have reported ALL possible expenditures. CTEIS will not prevent you from submitting the report with this warning. A local contribution deficiency will result in a negative adjustment of Section 61a(1) funding.

- 2) “Program improvement expenditures currently represent (percentage amount). Expenditures reported under Program Improvement line items do not equal or exceed 90% of the Section 61a(1) funds received by your fiscal agency. Section 61a(1) funds may be negatively adjusted as a result.”

Ninety percent (90%) of the total Section 61a(1) funds received by a fiscal agency must be spent in Program Improvement areas. If the above message appears, check to see if there are additional Program Improvement expenditures that have been omitted from the 4033 report. Do not submit the 4033 Report to OCTE until you have reported ALL possible Program Improvement expenditures. CTEIS will not prevent you from submitting the report with this warning. A deficiency in Program Improvement expenditures will result in a negative adjustment of Section 61a(1) funding.

Following is the list of line items under each category that are designated as “Program Improvement:”

Instruction

Local Travel (3)
Equipment Rental & Maintenance (4)
Supplies, Materials & Other Expenses (5)

Equipment

Equipment Instruction--Capital Outlay (22)
Equipment Support--Capital Outlay (23)

Instructional Salary Breakout

Summer Agriculture Prod. Salaries (25)
Summer Coop Coord. Salaries (26)

Support Services

Career Guidance--Pupil (8)
Student Organizations--Pupil (9)
Career Placement & Follow-up Survey--Pupil (10)
Professional & Curriculum Development--Improvement of Instruction (12)
Planning, Research, Evaluation & Marketing--Central Services (13)
Advisory Committees--Community Services, Other (14)

10-8-09

This document was created with Win2PDF available at <http://www.win2pdf.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.
This page will not be added after purchasing Win2PDF.